

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

*This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.*

**Opening Date: January 12, 2016    Closing Date: January 19, 2016**

**CASUAL/SEASONAL PARALEGAL  
Misdemeanor Trial Unit  
(Court of Common Pleas), Criminal Division, Sussex County**

Job Responsibilities and Duties:

This Paralegal will provide general paralegal support to Deputy Attorneys General in the Misdemeanor Trial Unit, Criminal Division, in Sussex County for Driving Under the Influence ("DUI") cases and other traffic matters. This Paralegal's duties include researching, preparing and processing legal documents for the Deputy Attorneys General and responsible for various paralegal duties in preparation of cases for the trial of DUI cases. The Misdemeanor Trial Unit is a high volume Unit in which DAGs decide what cases should be prosecuted, which should plead out, what specific plea offers should be on a case by case basis, which cases should be resolved by a trial, and try the ones that are not otherwise resolved. This position is DUI and traffic offense specific, and requires contact with police agencies to obtain documents necessary to prepare for trial. This position will also be responsible for intaking Vehicular Assault Second Degree cases, which are misdemeanors, but prosecuted in Superior Court. This entails meeting with the arresting officers, creating the prosecution file, gathering necessary documents and criminal histories, gathering medical records and any other evidence needed for prosecution. This position also requires monthly reporting on activities.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program,  
**OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

**Internal applicants:** Please send an updated resume or a summary of work experience to the Director of Human Resources.

**External applicants:** Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.